Tell me about yourself?

This is a common introductory question that many interviewers use to break the ice. It is designed to get you talking about something you know – You!

A big mistake usually made by most people is that they focus on their family, children, hobbies or home life. Whilst you may have some interesting facts about your personal life you should either avoid these, unless specifically asked, or keep them very brief. Try to answer this type of question based around your own personal achievements, educational background and ongoing studies. It is good to say that you are motivated or enthusiastic but you MUST ensure that you provide examples or scenarios where this has been proven.

For example you might say, "I am a motivated person whilst working for my previous employer I achieved 'XYZ', which enabled the company to achieve its goal in relation to increased profit margins etc."

Giving specific, brief examples is positive. Remember that anyone can tell an interview panel that they are 'motivated', 'enthusiastic' or 'determined' but not everybody can prove it.

Try to think about and use some of the following key words when structuring some of your answers:

- Motivated
- Self-starter
- Responsible
- Enthusiastic
- Dedicated
- Committed
- Reliable
- Trustworthy

- Initiative
- Team player
- Organised
- Focused

It is also a good idea to think of occasions where you have initiated projects or ideas at work, which have gone on to achieve results.

SAMPLE RESPONSE

“My strong points are that I am focused, enthusiastic and dedicated. For example, whilst working for my current employer I was successful in achieving my annual appraisal sales target with 4 months to spare.

I like to ensure that I maintain a healthy balance between my personal and professional life. This helps me to maintain a high level of performance at work.

I recently embarked on a Diploma course, which I am now halfway through. I enjoy new challenges and like to take care of my own self-development. I am an active person and enjoy visiting the gym 4 times a week. Some of my other hobbies include art, walking and cooking.

I am a caring person and when I have the spare time I try to get involved in community events in my local town. I recently ran a half marathon raising £450 for a local charity. Overall I would say that I am a reliable, self-conscious and hard-working person who always looks for ways to improve.”